



CORRECTIONAL HEALTH SERVICES
ADMINISTRATOR I, CORRECTIONAL FACILITY
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE	DEPARTMENTAL FOR: DEPARTMENT OF CORRECTIONS AND REHABILITATION			
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below and have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: January – June and July – December . Applications will not be accepted on a promotional basis.			
HOW TO APPLY	<p>Submit Examination Application (Std. Form 678) and Supplemental Application to:</p> <table><tr><td>By mail with: Department of Corrections and Rehabilitation Selection Services Section P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545</td><td>or</td><td>In person with: Department of Corrections and Rehabilitation Selection Services Section 1515 “S” Street, Room 522-N Sacramento, CA 95811-7243 (916) 322-2545</td></tr></table> <p>If you are personally delivering your application(s), please do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.</p> <p>The Supplemental Application for Correctional Health Services Administrator I can be downloaded from State Personnel Board’s website at www.spb.ca.gov or CDCR’s website at www.cdcr.ca.gov</p>	By mail with: Department of Corrections and Rehabilitation Selection Services Section P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545	or	In person with: Department of Corrections and Rehabilitation Selection Services Section 1515 “S” Street, Room 522-N Sacramento, CA 95811-7243 (916) 322-2545
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HOW TO APPLY AT SAN QUENTIN STATE PRISON ONLY	<p>Applicants interested in employment at San Quentin State Prison may file their application(s) by mail or apply in person between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday at the below address. For questions regarding the examination process, contact the Delegated Testing Officer at (415) 454-1460 ext. 6395.</p> <p>San Quentin State Prison Attn: Delegated Testing Officer San Quentin, CA 94964</p> <p>NOTE: The wearing of denim or gray sweats on institution grounds is prohibited as well as cell phones.</p>			
APPLICATION DEADLINE/ REQUIREMENTS	Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application			
SALARY RANGE(S)	<u>As of September 1, 2007:</u> \$5,312.00 - \$6,409.00 per month			
BENEFITS	<ul style="list-style-type: none">• Evening and Night Shift Differential Pay: (Evening Shift: \$0.40 Per Hour - Night Shift: \$0.50 Per Hour)• Deferred Compensation Plans (Savings pool, 401k and 457 plans)• \$100 monthly Bilingual Differential Pay• 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)• 75% Reimbursement of Public Transit Passes, \$65 maximum per month• Flexible work hours (management discretion)• Pre-tax parking (where applicable)• Fourteen (14) paid holidays• Generous paid vacation/sick leave• Jury duty/military/bereavement leave• Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)• Pre-retirement death benefit• Dependent Care Program• Long Term Insurance (CalPERS)• Home Loan Program (CalPERS)• Legal Services• Employee Assistance Program			
MINIMUM QUALIFICATIONS	<p><u>Either I</u></p> <p>One year of experience in the California state service in a major hospital administrative or management function, performing medical support services duties at least comparable in level of responsibility to those of Hospital General Services Administrator II, Supervising Nurse III, Pharmacist II, or Hospital Administrative Resident III.</p> <p><u>Or II</u></p> <p>Experience: Three years of progressively responsible experience in medical health care administration which must have included at least two years with responsibility for directing two or more administrative management and support services comparable to those found in a large hospital such as nursing, pharmacy, dietary, rehabilitation, laboratory, or administrative studies. (A post-Baccalaureate Degree in Hospital Administration or in a closely related field may be substituted for one year of experience.)</p> <p>(Experience in the California state service applied to this requirement must be of at least the level, duration, and type specified in Pattern I above.)</p> <p><u>And</u></p> <p>Education: Equivalent to graduation from college with a major in hospital administration or in a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>			

MINIMUM QUALIFICATIONS (CONTINUED)	<p>SPECIAL PERSONAL CHARACTERISTICS: Demonstrated leadership ability and objective understanding of the problems of the California Department of Corrections and Rehabilitation; empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact, patience, and emotional stability; willingness to accept and effectively carry out administrative responsibility.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.</p> <p>Assignments may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property.</p>
EXAMINATION PLAN	<p>This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled “How to Apply” for information on where to obtain a copy of the supplemental application and other needed materials.</p> <p>Candidates who meet the “Minimum Qualifications” will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed supplemental application will be eliminated from this examination.</p> <p>Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Principles and practices of organization, supervision and management2. Problems involved in administrative health services support programs of a hospital3. Program development and evaluation techniques4. Objectives of the treatment programs of a hospital5. The Department's Equal Employment Opportunity (EEO) objectives6. A manager's role in the EEO Program and the processes available to meet EEO objectives <p>Ability to:</p> <ol style="list-style-type: none">1. Plan, organize, direct, and evaluate health services support and programs to meet treatment needs of the hospital, psychiatric, and dental program in a correctional facility2. Establish and maintain effective working relationships with medical and psychiatric professional staff and with others3. Collect and analyze data and make administrative studies and prepare clear, concise and comprehensive reports4. Analyze situations accurately and take effective action5. Supervise, train and motivate staff to achieve maximum effectiveness6. Communicate effectively7. Effectively contribute to the Department's EEO objectives
ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.</p>
POSITION DESCRIPTION AND LOCATION(S)	<p>The Correctional Health Services Administrator I, CF under general administrative direction, has overall medical support services and administrative responsibility for a medium-sized health care program to include hospital, psychiatric, and dental services in a State correctional facility.</p> <p>Positions exist throughout the state with the Department of Corrections and Rehabilitation.</p>
VETERANS POINTS/ CAREER CREDITS	<p>Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.</p>

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at www.spb.ca.gov.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS
Correctional Health Services Administrator I, CF.doc/CRG